

August 8, 2007

**TEXAS STATE SOIL AND WATER CONSERVATION BOARD**

**JOB OPENING**

**Position Title: Human Resources Specialist III**

**State Position Classification: Class. No. 1733/B9**

**Annual Salary: \$36,500**

**Required Travel: As needed**

**Location: Temple, Texas**

**GENERAL DESCRIPTION**

Performs complex human resources management work. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations. May supervise the work of others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Coordinates the recruitment of applicants, utilizing all available sources, including sources that provide Affirmative Action candidates in order to hire the best possible employees

Coordinates the proper maintenance of H.R. related policies and procedures in order to adhere to State and Federal guidelines and Labor Laws.

Effectively coordinates all employee benefits programs, ensuring that enrollment procedures are completed in a timely fashion.

Assists with the preparation of agency payroll, ensures that appropriate records are maintained and the monthly, quarterly and annual payroll reports are submitted in an accurate and timely fashion.

Assists with agency leave accounting.

Conducts new employee orientation. Monitors training needs in employee development, safety, and other areas and ensures that appropriate programs are approved and presented.

Coordinates Performance Evaluation Procedures to include merit reviews, disciplinary procedures, and critical incidents to ensure optimum employee performance.

Keeps the Executive Director apprised of all H.R. related activities related to the operations of the TSSWCB.

Performs other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Should have a minimum of three years extensive progressive experience in human resources management, preferably in state agency personnel administration.

Work experience in evaluating applicant qualifications, analyzing job requirements, and preparing job descriptions.

A bachelor's degree from an accredited four-year college or university with major course work in human resources management, business, or related field is required. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a working knowledge of state and federal laws, statutes, and regulations relating to human resources activities. Incumbent should have skill in conducting interviews; extensive knowledge of compensation principles and procedures, job evaluation methods, and be able to plan, organize, and coordinate programs and activities, make decisions affecting operations, evaluate applicant qualifications, analyze job requirements, prepare job descriptions, and explain policies and procedures to staff and the public. Must have excellent oral and written communication skills, have a working knowledge of office practices, computers and relative software such as MSWord, Excel, and Access, be able to use standard office equipment, and conduct periodic safety and health training. Ability to work effectively with diverse groups of people. Experience in Uniform Statewide Payroll/Personnel Systems (USPS) preferred.

Moderate travel is required. Must be able to safely and legally operate a motor vehicle, able to safely lift up to 25 lbs. and maintain light physical activity.

*The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability, or veteran's status.*

Complete a State of Texas application. Mail an original application to the address below. Resumes will not be accepted in lieu of the application.

For additional information, visit our website at [www.tsswcb.state.tx.us](http://www.tsswcb.state.tx.us) or contact:

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